

**CRIME LAB MANAGER**  
(Unclassified Management)

**DEFINITION:**

Under administrative direction, to plan, direct, coordinate and manage the activities of the Sheriff's Crime Laboratory, which performs scientific investigative testing on crime scene evidence for the Sheriff's Department; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is a one-position unclassified management class allocated only to the Sheriff's Department. The incumbent reports to an executive level, sworn officer, and has responsibilities for managing the staff and activities of the Sheriff's Crime Laboratory, which includes establishing policies, authorizing procedures and ensuring that laboratory resources are state of the art and effectively utilized.

**EXAMPLES OF DUTIES:**

Plans, organizes, manages and directs a large crime laboratory; assesses departmental and customer needs; develops long term plans to make necessary changes in methods and procedures in support of these plans; establishes laboratory standards, internal and external quality assurance programs to ensure standards are met and maintained; monitors work loads and ensures that laboratory tasks are completed in a timely and cost effective manner; keeps abreast of new developments in the science of criminalistics and its application to criminal proceedings; evaluates and selects new technical procedures; develops and maintains effective communication with courts, District Attorney and law enforcement agencies; hires and oversees the technical training of laboratory personnel; interprets laboratory results for law enforcement officers, attorneys and courts; appears in court as an expert witness on laboratory/scientific issues; performs evaluations, assessments and analysis on the most complex cases; establishes procedures and oversees the collection, security, analysis and integrity of physical evidence; coordinates evidence presentations, subpoena responses and mutual case needs with courts, District Attorney, Public Health, federal, state and local law enforcement agencies; establishes procedures and ensures that records of analytical work and findings are court worthy; consults with law enforcement officers, attorneys, experts and others on the solution of problems involving the analysis and evaluation of evidence; trains subordinates for court appearances and presentations; researches, evaluates and selects laboratory equipment and instrumentation; develops laboratory budget proposals and justifications; authorizes expenditures and oversees crime lab budget.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Principles, techniques and methods of quantitative and qualitative analysis of physical evidence.
- Standard and court approved laboratory methods and tests to toxicology, histology, serology, hematology and narcotics.
- Rules of evidence and general procedures of civil and criminal practices concerning the physical chain of custody for evidence.
- Crime laboratory services and equipment planning, evaluation and assessment.

- Legal procedures and laboratory support required for homicide investigations.
- Principles and methods of laboratory management and supervision.

**Thorough Knowledge of:**

- Laboratory safety practices and regulations.
- The General Management System in principle and practice.

**General Knowledge of:**

- Principles of physics, chemistry, biology and microbiology applied in scientific and laboratory criminalist investigations.
- DNA testing principles and techniques.
- Research techniques in the area of laboratory criminalistics.
- Laboratory design, layout and installation criteria.
- Principles of public administration and management.

**Skills and Abilities to:**

- Manage, direct, coordinate and plan the services of a large crime laboratory.
- Supervise and evaluate the work of subordinate staff.
- Identify and resolve problems related to laboratory operations.
- Analyze problems, research and/or prepare appropriate investigative laboratory procedures and tests.
- Perform computerized data analysis.
- Write detailed technical procedures and reports in a clear, concise manner.
- Act as an expert witness in court or other legal proceedings.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships and diplomatic relations with those contacted during the course of work.

**EDUCATION/EXPERIENCE:**

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. A Bachelor's degree from an accredited college or university in criminalistics, chemistry, microbiology or one of the biological sciences, criminal justice, public administration or business administration or a related field, AND, five (5) years of experience in a law enforcement or private crime laboratory, managing, directing, coordinating, and planning the services of a large division, AND, two (2) years of experience as a Supervising Criminalist in the County of San Diego, or two (2) years experience supervising criminalists, or other professional laboratory scientists, in the analysis and evaluation of physical evidence in a crime laboratory, OR;
2. A Master's degree from an accredited college or university in chemistry, microbiology or one of the biological sciences, criminal justice, public administration or business administration or a related field, AND, three (3) years of experience in a law enforcement agency or private crime laboratory, managing, directing, coordinating and planning the services of a large division, AND, two (2) years of experience supervising criminalists, or other professional laboratory scientists, in the analysis and evaluation of physical evidence in a crime laboratory.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:**

**Note:**

Possession of a Ph.D. in chemistry or an M.S. degree with emphasis in criminalists is highly desirable. Candidates with such advanced degrees will be considered more highly qualified.

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check.